

# **City and County of Denver**



## **Campaign Finance Reporting User's Manual**



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## **1. The Fundamentals**

Campaign finance reporting requires the use of the web-based Campaign Finance Reporting System to create and process campaign finance reports. This system is accessed directly from the campaign finance web page on [www.denvergov.org/campaignfinance](http://www.denvergov.org/campaignfinance).

### **1.1 Campaign Finance Reporting Responsibilities**

- Every campaign that receives \$500 or more or pays expenses of \$500 or more is required to report all contributions, expenditures, in-kind contributions, loans, and overdue obligations.
- Denver Elections Division receives Campaign Finance Reports for all Denver municipal issues, municipal candidates, and PACs seeking to influence municipal elections. Campaign Finance reports for all statewide elections (not specifically municipal) are submitted to the Colorado Secretary of State.
- All reports are due based on a specified schedule according to the Denver Revised Municipal Code (D.R.M.C.) Title II, Chapter 15, Article III.
- Every user of this system will go to [www.denvergov.org/campaignfinance](http://www.denvergov.org/campaignfinance) and then click on the link on the left side of the screen entitled Online Campaign Finance Filing.

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## 2. The Campaign Finance Reporting System

Users of the Campaign Finance Reporting System are required to file timely reports. In order to simplify this process, Denver has created a web-based system in which all reporting information is input and submitted electronically. Most of the campaign organization documents must still be submitted manually due to the requirement for signatures and notarizations on specific forms. This manual assists the user in effectively navigating the Campaign Finance Reporting System and should answer most questions the user might encounter.

### 2.1 Launching Campaign Finance Reporting System

1. Log into your computer system and access the internet with a web browser. Google Chrome or Mozilla Firefox is recommended.
2. Go to the Denver Campaign Finance web page at [www.denvergov.org/campaignfinance](http://www.denvergov.org/campaignfinance).
3. Click on the *Online Campaign Finance Filing* link (fig. 2.2.1).
4. Then scroll down just a bit and click on the, *To begin, please log in here.* link in the middle of the screen.
5. This will open the login screen for MyDenver.

Figure 2.1.1



Figure 2.1.2



## 2.2 Register for MyDenver


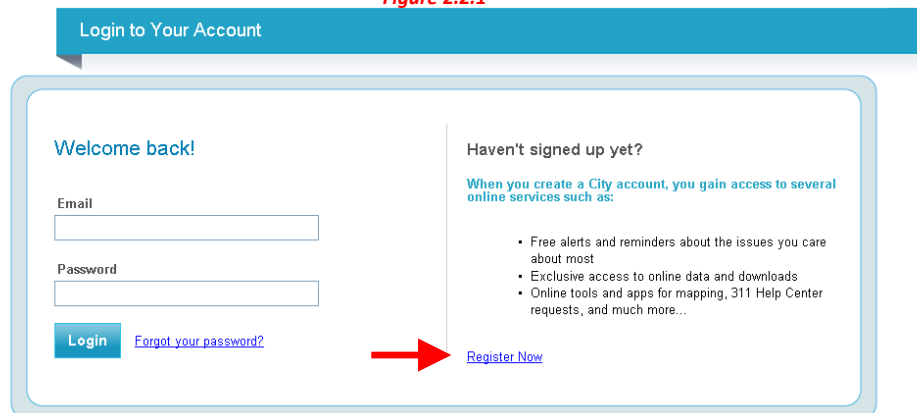
1. The MyDenver Login Screen will appear (fig. 2.2.1).
2. As a first time user of this system, click the *Register Now* link (fig. 2.2.1).
3. A new window will come up instructing you to “Create your Account”. (fig. 2.2.2).
4. Complete all the fields, using the tab key to advance fields.
5. Use an email address to which you have regular access as you will be required to verify receipt of a confirmation email prior to accessing the Campaign Finance Reporting system.
6. Note: the “captcha” at the bottom must be entered correctly. It is advised that you use the refresh button (  ) within the box to find a combination of letters you can read.

Figure 2.2.1





1. Before you click the “Create Account” button. If you type it wrong, you will have to re-enter your password when you are assigned a new “captcha” word combination.
2. When you are satisfied with the information you have entered, click the “Create Account” button.
3. After you are successful, you will receive a confirmation message indicating success (fig. 2.2.3).
4. Close the confirmation screen by clicking the “x” in the top right corner of the screen.
5. Log into the email address you used to register with MyDenver and follow the instructions contained within the email (fig. 2.2.4).

**Figure 2.2.2**

The screenshot shows a web form titled "Create Your Account". It is divided into two main sections: "Required Information" and "Additional Information".

**Required Information:**

- Email Address:** A text input field.
- Choose Password:** A text input field with a note: "Must contain 8 characters, 1 upper case letter plus a number or special character."
- Re-enter Password:** A text input field.
- First Name:** A text input field.
- Last Name:** A text input field.

**Additional Information:**

- Address 1:** A text input field.
- Address 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu currently showing "COLORADO".
- ZIP Code:** A text input field.
- Phone:** A text input field.
- Cell Phone:** A text input field.

Below the additional information, there is a section titled "Please confirm your identity by retyping the characters below". It features a captcha image with the word "Calculations" and a red arrow pointing to it. The captcha also includes the text "Type the two words:" and "CAPTCHA".

At the bottom of the form, there are two buttons: "Create Account" and "Cancel".

**Why Sign up?**

When you create a City account, you gain access to several online services such as:

- Free alerts and reminders about the issues you care about most
- Exclusive access to online data and downloads
- Online tools and apps for mapping, 311 Help Center requests, and much more...

Figure 2.2.3

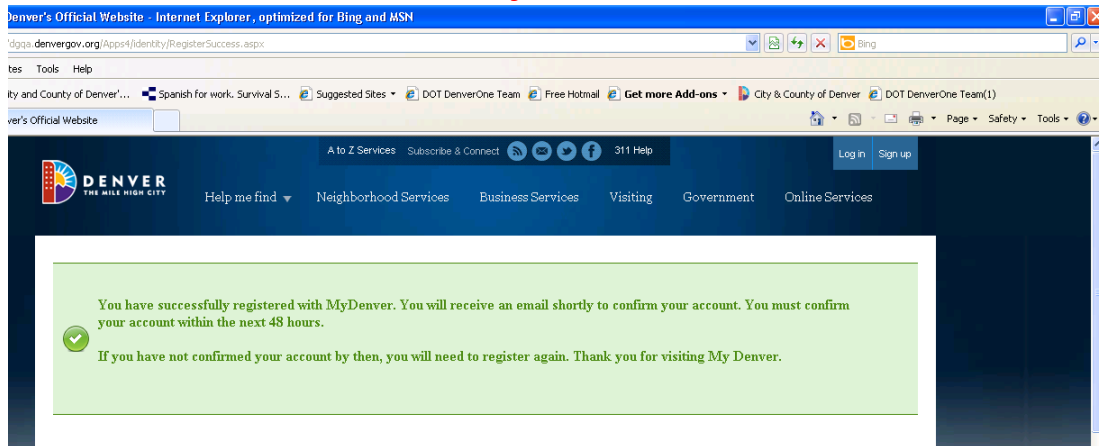
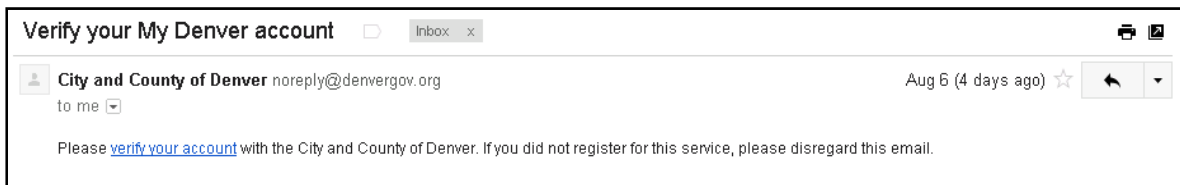


Figure 2.2.4



## 2.3 Log into Campaign Finance Reporting System

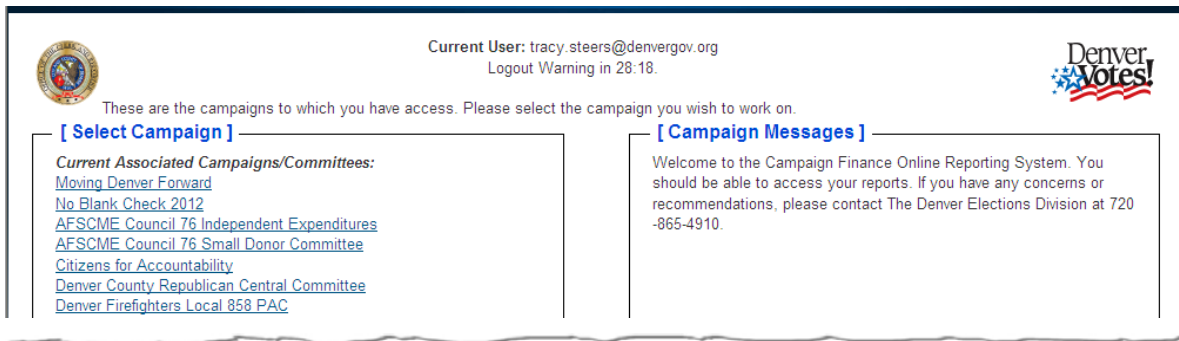
1. The link within this email will take you to the login page for the Campaign Finance Reporting System (fig. 2.3.1).
2. Login with the email and password that you created in the register now screen and you will be taken to the Campaign Finance Reporting System.
3. You are now ready to create your campaign. Click the "Create new Campaign/Committee" button (fig. 2.3.2).

Figure 2.3.1

A screenshot of the "Login to Your Account" page. The page has a blue header with the text "Login to Your Account". Below the header, there is a white box with a blue border. Inside the box, on the left, is a "Welcome back!" message. Below this are two input fields for "Email" and "Password". To the left of these fields are three red arrows pointing to them. Below the input fields is a blue "Login" button and a link "Forgot your password?". On the right side of the box, there is a section titled "Haven't signed up yet?" with a paragraph: "When you create a City account, you gain access to several online services such as:". Below this paragraph is a bulleted list of services: "Free alerts and reminders about the issues you care about most", "Exclusive access to online data and downloads", and "Online tools and apps for mapping, 311 Help Center requests, and much more...". At the bottom of this section is a link "Register Now".

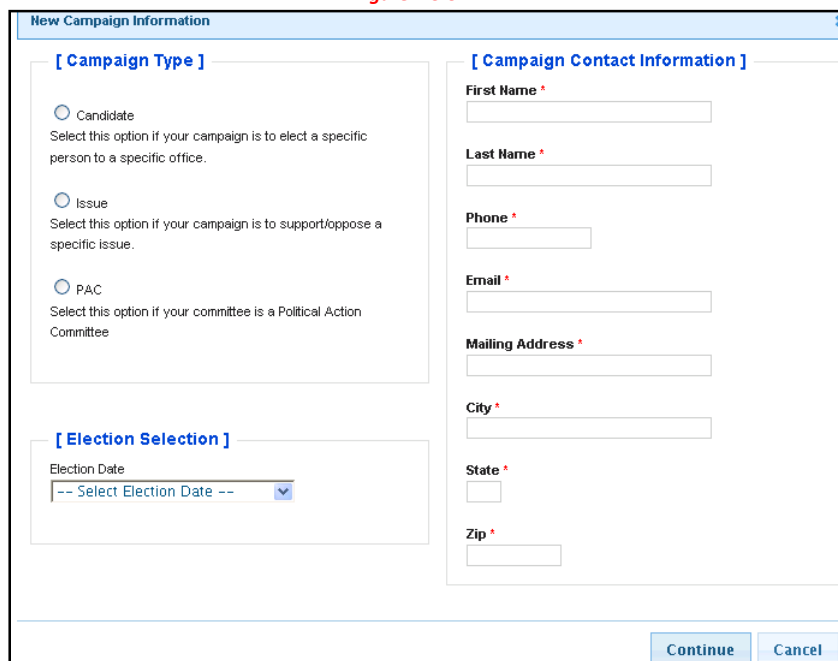
1. Enter the requested information into each field, clicking the tab button to advance fields (fig. 2.3.3).
2. First select the type of campaign, by clicking one of the three radio buttons (Candidate, Issue, or PAC). Note: the type of committee you select determines the documents you must file with Denver Elections Division, Campaign Finance.
3. Next you will select the election you wish to affect (this is mandatory for candidates).
4. Then you will enter the contact information for the campaign (this can be different from the candidate contact information but the email address and phone number must be the one to which Denver Elections Division will direct all communications). Proceed through these fields by using the “tab” button).
5. When all fields have been completed, click the “continue” button. You will be taken to the campaign organization documents determined by the type of campaign that was selected.

**Figure 2.3.2**



The screenshot shows the login page for the Denver Votes! Campaign Finance Online Reporting System. At the top, it displays the current user as 'tracy.steers@denvergov.org' and a logout warning in 28:18. The page is divided into two main sections: '[ Select Campaign ]' and '[ Campaign Messages ]'. The '[ Select Campaign ]' section lists 'Current Associated Campaigns/Committees' with links to various campaigns like 'Moving Denver Forward', 'No Blank Check 2012', 'AFSCME Council 76 Independent Expenditures', 'AFSCME Council 76 Small Donor Committee', 'Citizens for Accountability', 'Denver County Republican Central Committee', and 'Denver Firefighters Local 858 PAC'. The '[ Campaign Messages ]' section contains a welcome message and contact information for the Denver Elections Division at 720-865-4910.

**Figure 2.3.3**

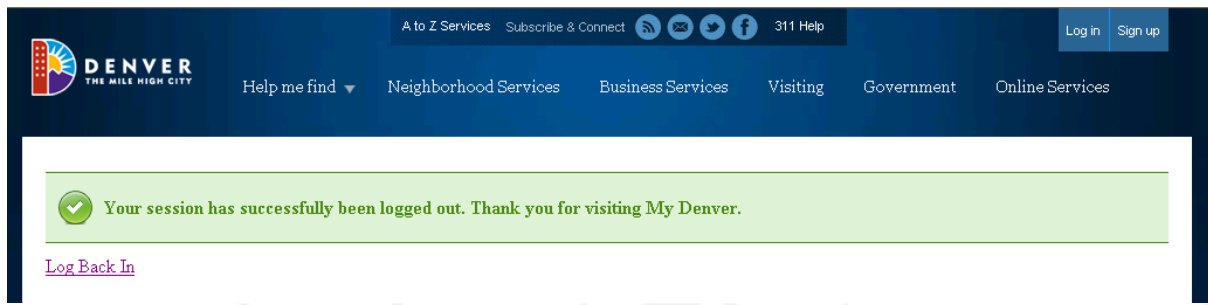


The screenshot shows the 'New Campaign Information' form. It is divided into two main sections: '[ Campaign Type ]' and '[ Campaign Contact Information ]'. The '[ Campaign Type ]' section has three radio buttons: 'Candidate' (selected), 'Issue', and 'PAC'. Each radio button has a description: 'Candidate' is for electing a specific person, 'Issue' is for supporting/opposing a specific issue, and 'PAC' is for a Political Action Committee. Below this is the '[ Election Selection ]' section with a dropdown menu for 'Election Date' showing '-- Select Election Date --'. The '[ Campaign Contact Information ]' section contains several text input fields: 'First Name \*', 'Last Name \*', 'Phone \*', 'Email \*', 'Mailing Address \*', 'City \*', 'State \*', and 'Zip \*'. At the bottom right, there are 'Continue' and 'Cancel' buttons.

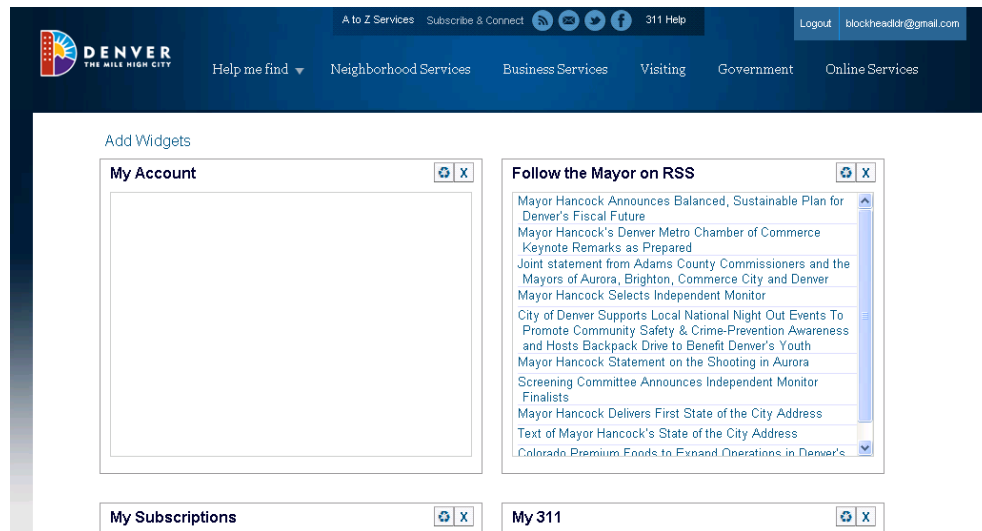
## 2.4 Log Out/Timed Out

1. If you log off, or get “timed-out” (the system logs you out due to inactivity after 45 minutes; note the timer at the top of the screen within the system) you will see the following screen (fig. 2.4.1).
2. If you click the link to “Log Back In,” you may be taken to MyDenver (fig. 2.4.2).
3. This is the MyDenver home page, giving Denver residents several helpful services, maps and subscriptions. However, there is no link to the Campaign Finance Reporting System directly from this page.
4. Log back in according to the instructions in section 2.1 p. 7-8

**Figure 2.4.1**



**Figure 2.4.2**



### 3. Creating a Candidate Campaign

This is the process for candidate campaigns only, and the screens that follow are those required for candidate's submission, beginning with the Candidate Affidavit.

**If you are registering an Issue or PAC campaign, proceed to p. 21.**

#### 3.1 Candidate Campaign's Organization Documents

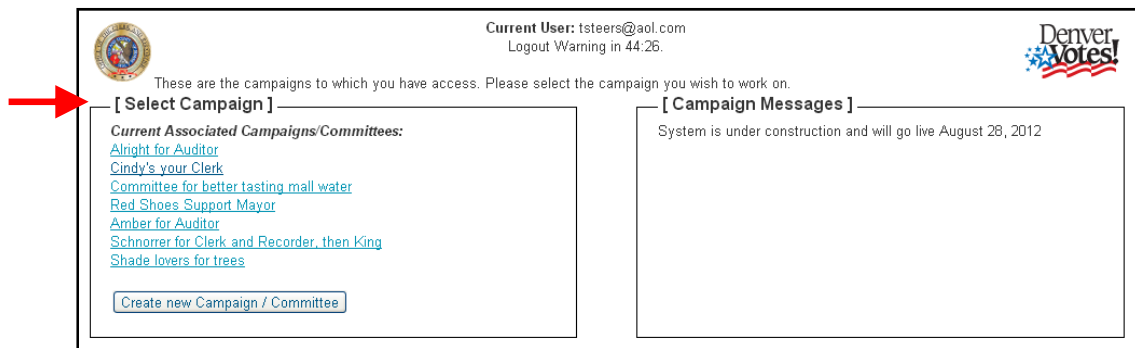
1. Log into the system according to the instructions in section 2.1, p. 7.
2. The first screen you will see is the Candidate Information Screen (fig. 3.1.1).

**Figure 3.1.1**

3. The candidate's first name should be entered, then tab to advance fields. Mandatory fields are marked with a "\*".
4. The phone number should be the contact number for the candidate, but this number will be a matter of public information as this form will be posted online.
5. For a candidate, an office being sought must be selected.
6. If you select a council office (besides Council-At-Large), the Council District dropdown will be activated. If any other office is selected, this field will remain disabled.
7. The email address provided is that by which the public can reach the campaign.
8. The residential address is that of the candidate.
9. If the residential address and the mailing address are the same, simply click the checkbox indicated and the mailing address will auto-populate (if the mailing address is different, manually input that address).
10. If you click the "Cancel" button, all the information entered to this point is lost, and you must start the process of creating a campaign again.
11. Verify that all the information has been input correctly as this information will be locked when the "Save" button is clicked.
12. Click the "Save" button.

- a. Note: a message comes up recommending that you verify the information provided is correct.
  - b. **This is the first time in this system you have clicked a “Save” button. Nothing is saved until this happens, so if you do not get to this step, all information provided regarding this campaign will have to be re-entered.**
  - c. After clicking “Save”, you may notice the entries you just made are now grey and you are not able to change anything. Check all the data again to make sure it is correct as this is the information that will be posted on the internet for public viewing.
13. When you log back into the system you should notice that the campaign you created is listed here. All campaigns to which you have access will be listed here. Click on the campaign link you want to work on to continue completing the organization paperwork and/or campaign finance reports (fig. 3.1.2).
14. Once the Candidate Affidavit has been submitted, the next tab (Financial Disclosure) will now be enabled (fig. 3.1.3).

Figure 3.1.2



Current User: tsteers@aol.com  
Logout Warning in 44:26.

These are the campaigns to which you have access. Please select the campaign you wish to work on.

[ Select Campaign ]

**Current Associated Campaigns/Committees:**

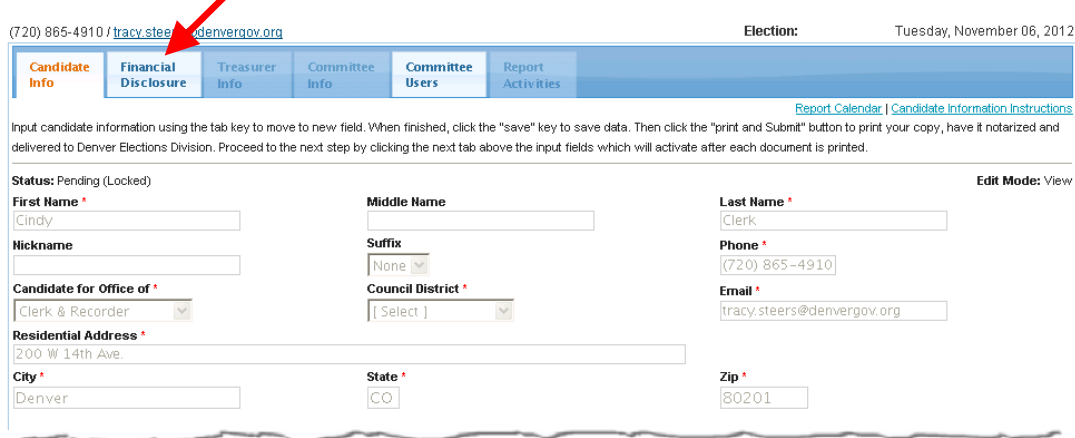
- [Alright for Auditor](#)
- [Cindy's your Clerk](#)
- [Committee for better tasting mall water](#)
- [Red Shoes Support Mayor](#)
- [Amber for Auditor](#)
- [Schnorrer for Clerk and Recorder, then King](#)
- [Shade lovers for trees](#)

[Create new Campaign / Committee](#)

**[ Campaign Messages ]**

System is under construction and will go live August 28, 2012

Figure 3.1.3



(720) 865-4910 / [tracy.stee@denvergov.org](http://tracy.stee@denvergov.org) Election: Tuesday, November 06, 2012

**Candidate Info** **Financial Disclosure** Treasurer Info Committee Info Committee Users Report Activities

[Report Calendar](#) [Candidate Information Instructions](#)

Input candidate information using the tab key to move to new field. When finished, click the "save" key to save data. Then click the "print and Submit" button to print your copy, have it notarized and delivered to Denver Elections Division. Proceed to the next step by clicking the next tab above the input fields which will activate after each document is printed.

Status: Pending (Locked) Edit Mode: View

**First Name \***  **Middle Name**  **Last Name \***

**Nickname**  **Suffix**  **Phone \***

**Candidate for Office of \***  **Council District \***  **Email \***

**Residential Address \***  **City \***  **State \***  **Zip \***

## 3.2 Completing the Financial Disclosure Statement

1. Click on the Financial Disclosure tab to continue in the system (fig. 3.2.1).
2. Answer each question on the Financial Disclosure statement. If you do not have all the answers, complete as much as possible then click the “Save” button. If you do not answer all the questions before clicking the “Save” button, all answers that have been input will be locked. Click the “Edit” button to complete the form; then click the “Print and Submit” button. If you have left any of the questions blank, on submit, you will get an error message indicating that one of the questions has been left blank (fig. 3.2.2).
3. Just click the “Ok” button, click the “edit” button and answer any questions that have been left blank. Then click the “Print and Submit” button to complete the Financial Disclosure Statement.
4. The Financial Disclosure Statement will be submitted electronically to Denver Elections Division, so there is no need to deliver it.

Figure 3.2.1

The screenshot shows a web application interface for the Financial Disclosure Statement. At the top, there is a navigation bar with tabs: "Candidate Info", "Financial Disclosure" (highlighted in orange), "Treasurer Info", "Committee Info", "Committee Users", and "Report Activities". To the right of the tabs are links for "Report Calendar" and "Financial Disclosure Instructions". Below the navigation bar, a message states: "Please answer each question, using the tab key to advance fields. Document will not print/submit if any field is blank." The form fields include "Status: New", "Edit Mode: Edit", "Name: Cindy Clerk", and "Website" (with an empty text box). Below these is a question: "1) List the name of each business in which you or your spouse owned any securities or other interest in excess of one percent (1%) or five thousand dollars (\$5,000.00), and the name of the person holding the interest." This is followed by a large empty text area for the answer.

Figure 3.2.2

The screenshot shows a modal dialog box with a blue header bar that says "\* Incomplete \*" and a close button (X). The main text of the dialog reads: "One or more questions have been left blank. Please answer all questions prior to submitting this document to Denver Elections Division." At the bottom right of the dialog is an "Ok" button.

### 3.3 Completing the Treasurer Affidavit

1. Once the Financial Disclosure Statement has been submitted, click on the Treasurer Information tab (if the treasurer is different from the Candidate) (fig. 3.3.1).
2. If the treasurer is the same as the candidate and you have a committee, fill out the Treasurer Affidavit to Access the Committee Information tab.
3. Enter the information in each field using the “tab” key to move to the next field. Then click the “Save” button (fig. 3.3.2).
4. If anything needs to be changed, click the “Edit” button, make the change and click the “Save” button again. Once all the information is correct on this screen, click the “Print Affidavit” button, have the Treasurer Affidavit notarized, and submit to Denver Elections Division (fig. 3.3.3).

Figure 3.3.1

Denver, CO 80202  
(720) 865-4910 / [tracy.steers@denvergov.org](mailto:tracy.steers@denvergov.org)

Election: Tuesday, November 06, 2012

[Candidate Info](#) [Financial Disclosure](#) [Treasurer Info](#) [Committee Info](#) [Committee Users](#) [Report Activities](#)

[Report Calendar](#) | [Financial Disclosure Instructions](#)

Please answer each question, using the tab key to advance fields. Document will not print/submit if any field is blank.

Status: Pending (Locked) Edit Mode: View

Name: Cindy Clerk

Website

Figure 3.3.2

[Candidate Info](#) [Financial Disclosure](#) [Treasurer Info](#) [Committee Info](#) [Committee Users](#) [Report Activities](#)

[Report Calendar](#) | [Treasurer Information Instructions](#)

Please input the requested information in each field, using the tab button to advance fields.

Status: New Edit Mode: Edit

First Name \* Middle Name Last Name \*

Suffix Phone \* Email \*

Mailing Address \*

City \* State \* Zip \*

Save Cancel



Figure 3.3.3

**Candidate Info** **Financial Disclosure** **Treasurer Info** **Committee Info** **Committee Users** **Report Activities**

[Report Calendar](#) | [Treasurer Information Instructions](#)

Please input the requested information in each field, using the tab button to advance fields.

Status: Draft Edit Mode: View

**First Name \***  **Middle Name**  **Last Name \***

**Suffix**  **Phone \***  **Email \***

**Mailing Address \***  **City \***  **State \***  **Zip \***

Campaign Finance v.1.0.4612.19263

### 3.4 Completing the Statement of Committee Organization

1. Printing the Treasurer Affidavit activates the Committee Info tab; click this tab to Input Committee Information (fig. 3.4.1).
2. Input the information requested by clicking the “tab” key to advance to the next field.
3. When all fields have been completed, click the “Save” button.
4. You will see all the information has been locked (grayed out to editing). To make changes, click the “Edit” button, and then “Save” again when everything is correct.
5. If all the information is complete, click the “Print Statement” button. You will get a message instructing you to click “Cancel” to input financial institution information. If you have already added financial institution information, just click “Ok”.
6. Click the “+Add” button at the bottom of the screen to add Banking information.
7. Another window will pop up asking for the bank name and address. Fill these fields and click “Save”.

- Click the “Print Statement” button, and then click the “Submit” button. This document does not have to be notarized, but does need to be delivered to the Denver Elections Division, 200 W. 14<sup>th</sup> Ave, Denver, CO 80204.

(720) 865-4910 / [tracy.steers@denvergov.org](mailto:tracy.steers@denvergov.org) **Figure 3.4.1** Election: Tuesday, November 06, 2012

Candidate Info	Financial Disclosure	Treasurer Info	Committee Info	Committee Users	Report Activities
----------------	----------------------	----------------	----------------	-----------------	-------------------

[Report Calendar](#) | [Committee Information Instructions](#)

Please provide all the contact information for your committee, using the tab key to advance fields. When complete press the Print Statement button and send to Denver Elections Division

Status: New Edit Mode: Edit

Name of Political Committee \*

Contact First Name Middle Name Last Name

Suffix Contact Phone \* Contact Email Address \*

Committee Mailing Address \*

City \* State \* Zip \*

Name of candidate or description of issue the political committee supports or opposes, and any other purpose of the committee \*

Save Cancel

Campaign Finance v.1.0.4612.19263

No financial institutions found.

ID	Financial Institution Name	Address
----	----------------------------	---------

+ Add Edit - Del Page 1 of 0 5 No records to view

### 3.5 Allowing Staff Access to the Campaign Finance System

The Committee Users Tab is active. If you have identified staff for your committee that will need access to the Campaign Finance system to help complete reports, you will need to grant them access.

1. Click on the Committee Users Tab (fig. 3.5.1).
2. Click the “Add New User” button to add a new user, this clears the fields.
3. Enter each staff person individually. Make sure the email address is correct as that will be their login id. They will set up their password when they set up a MyDenver account as you did when you entered the system for the first time.
4. After a name and email address are entered, select a role and click the Active checkbox.
  - a. Admin users can add more users and work on reports.
  - b. Users cannot add any other users, but can work on reports.
5. Click the “Edit” button if you need to make a change on current users.
6. In the event that a staff member leaves your campaign, you should inactivate them by highlighting them on the list and clicking the “Inactivate” button. This prevents them from viewing your reports after they have left your campaign.
7. You have now completed all the organizational documents and submitted them. Within 2 business days, your documents should be posted online at [www.Denvergov.org/campaignfinance](http://www.Denvergov.org/campaignfinance) under the appropriate year and campaign. When this happens, your campaign will be activated and you will be able to create reports.

**Figure 3.5.1**

This screen allows you to manage the individuals that have access to edit your campaign reports.

ID	Name	Email Address	My Denver	Role	Status
3	Steers, Tracy	tsteers@aol.com	Y	Admin	Active

View 1 - 1 of 1

Page 1 of 1

**Edit Mode:** View

**First Name \***

**Last Name \***

**Email \***

**Role**

**Active?**  
☒

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## 4. Creating an Issue or PAC Campaign

Issue and PAC Campaigns have different organization document requirements such that if the selection made in the original screen to set up a campaign activates different screens within the Online Campaign Finance Filing system.

### 4.1 Create an Issue or PAC Campaign

1. After setting up your MyDenver user account and logging into the Online Campaign Finance Filing system, you will be taken to the New Campaign Information Screen the first time you enter the system (fig. 4.1.1).
2. Select either Issue or PAC (whichever is appropriate for your campaign).
3. If you have an Issue Campaign, you must select an election that you will be affecting. You do not have to select an election until you start reporting IF your campaign is a PAC.
4. Enter contact information for the campaign (the email address and phone number must be the one to which Denver Elections Division will direct all communications). Proceed through these fields by using the “tab” button.
5. When all fields have been completed, click the “continue” button. You will be taken to the campaign organization documents determined by the type of campaign that was selected. As an Issue or PAC campaign, the Candidate tab and Financial Disclosure tabs will not be available as these are not completed for these types of campaigns.

Figure 4.1.1

**New Campaign Information**

**[ Campaign Type ]**

☐ Candidate  
Select this option if your campaign is to elect a specific person to a specific office.

☒ Issue  
Select this option if your campaign is to support/oppose a specific issue.

☐ PAC  
Select this option if your committee is a Political Action Committee

**[ Election Selection ]**

Election Date  
-- Select Election Date --

**[ Campaign Contact Information ]**

First Name \*

Last Name \*

Phone \*

Email \*

Mailing Address \*

City \*

State \*

Zip \*

Continue Cancel

## 4.2 Issue or PAC Campaign's Organization Documents

This is the process for completing organization documents for Issues and PAC campaigns only, and the screens that follow are those required for Issue and PAC's submission, beginning with the Treasurer Affidavit. **If you are registering a candidate campaign, go back to p. 15.**

## 4.3 Completing the Treasurer Affidavit

1. The first tab you will encounter after you log in to the system is the Treasurer Info tab (fig. 4.3.1).
2. If the treasurer is the same as the candidate and you have a committee, fill out the Treasurer Affidavit to Access the Committee Information tab.
3. Enter the information in each field using the "tab" key to move to the next field. Then click the "Save" button (fig. 4.3.1). **This is the first time in this system you have clicked a "Save" button. Nothing is saved until this happens so if you do not get to this step, all information provided regarding this campaign will have to be re-entered.**
4. If anything needs to be changed, click the "Edit" button, make the change and click the "Save" button again. Once all the information is correct on this screen, click the "Print Affidavit" button, have the Treasurer Affidavit notarized, and submit to Denver Elections Division (fig. 4.3.2).
5. As mentioned above, after you have submitted the organization documents, they will be posted online within 1-2 business days at which time your campaign will be activated by the Denver Elections Division, which allows you to begin creating reports.

Figure 4.3.1

The screenshot shows the 'Treasurer Info' tab selected in a navigation bar. Below the tabs, there is a header with 'Please input the requested information in each field, using the tab button to advance fields.' and links for 'Report Calendar' and 'Treasurer Information Instructions'. The form fields include: Status (New), Edit Mode (Edit), First Name, Middle Name, Last Name, Suffix (dropdown menu with 'None' selected), Phone, Email, Mailing Address, City, State (dropdown menu with 'CO' selected), and Zip. A red arrow points to the 'Save' button at the bottom right of the form.

Figure 4.3.2

This screenshot shows a portion of the form with the following filled-in fields: Mailing Address (200 W. 14th Ave.), City (Denver), State (CO), and Zip (80204). Below these fields, there are two buttons: 'Edit' and 'Print Affidavit'. A red arrow points to the 'Print Affidavit' button.

## 4.4 Completing the Statement of Committee Organization

1. This activates the Committee Info tab; click this tab to Input Committee Information (fig. 4.4.1).
2. Input the information requested by clicking the “tab” key to advance to the next field.
3. When all fields have been completed, click the “Save” button.
4. You will see all the information has been locked (grayed out to editing). To make changes, click the “Edit” button, and then “Save” again when everything is correct.
5. If all the information is complete, click the “Print Statement” button. You will get a message instructing you to click “Cancel” to input financial institution information. If you have already added financial institution information, just click “Ok”.
6. Click the “+Add” button at the bottom of the screen to add Banking information.
7. Another window will pop up asking for the bank name and address. Fill these fields and click “Save”.

Figure 4.4.1

**Treasurer Info** **Committee Info** **Committee Users** **Report Activities**

[Report Calendar](#) | [Committee Information Instructions](#)

Please provide all the contact information for your committee, using the tab key to advance fields. When complete press the Print Statement button and send to Denver Elections Division

Status: IOR Edit Mode: View

**Name of Political Committee \***  
Committee for better tasting mall water

**Contact First Name** **Middle Name** **Last Name**  
Tracy Steers

**Suffix** **Contact Phone \*** **Contact Email Address \***  
None (720) 865-4910 tracy.steers@denvergov.org

**Committee Mailing Address \***  
200 W. 14th Ave.

**City \*** **State \*** **Zip \***  
Denver CO 80204

**Name of candidate or description of issue the political committee supports or opposes, and any other purpose of the committee \***  
We are the committee for better tasting water at the drinking fountains in malls.

**Save** **Cancel**

Campaign Finance v.1.0.4612.19263

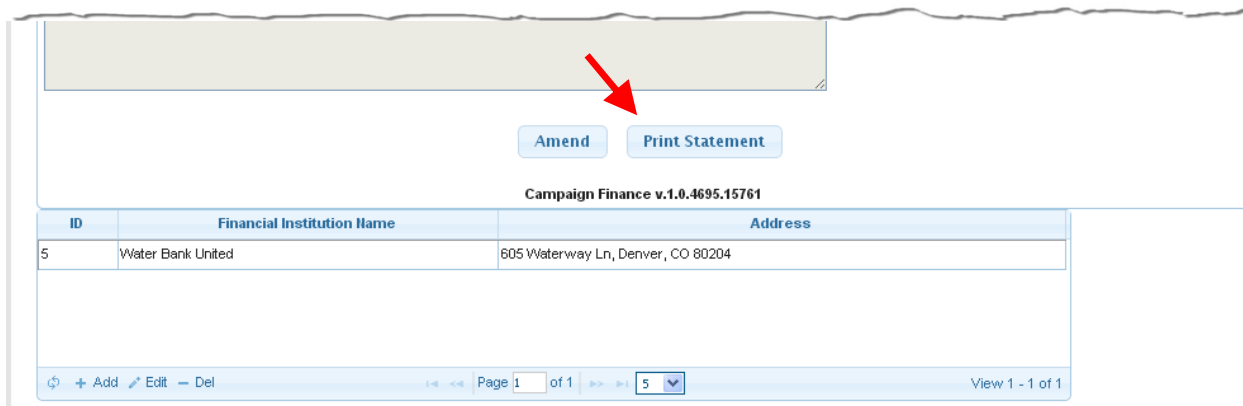
No financial institutions found.

ID	Financial Institution Name	Address
----	----------------------------	---------

+ Add Edit - Del Page 1 of 0 5 No records to view

8. After the Financial Institution information has been entered and the “Save” button has been clicked, the “Print Statement” button will be activated (fig. 4.4.2).
9. Click the “Print Statement” button, and print the Statement of Committee Organization. This document does not have to be notarized, but does need to be delivered to the Denver Elections Division, 200 W. 14<sup>th</sup> Ave, Denver, CO 80204.

Figure 4.4.2



The screenshot shows a web application interface for 'Campaign Finance v.1.0.4695.15761'. At the top, there is a light gray rectangular area. Below it, two buttons are visible: 'Amend' and 'Print Statement'. A red arrow points to the 'Print Statement' button. Below the buttons is a table with three columns: 'ID', 'Financial Institution Name', and 'Address'. The table contains one row with the following data:

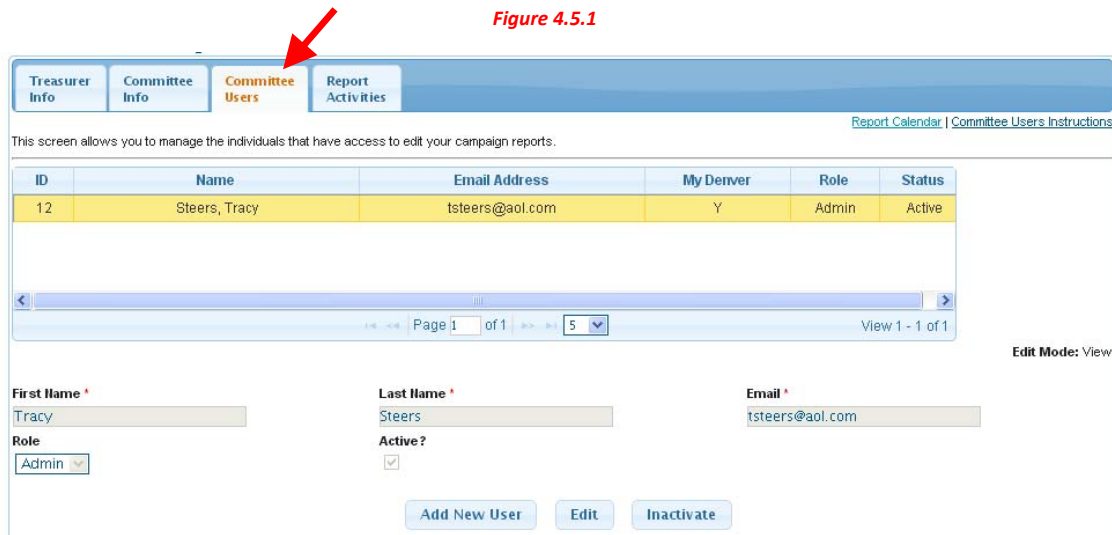
ID	Financial Institution Name	Address
5	Water Bank United	605 Waterway Ln, Denver, CO 80204

At the bottom of the interface, there is a navigation bar with links for '+ Add', 'Edit', and 'Del'. It also shows 'Page 1 of 1' and 'View 1 - 1 of 1'.

## 4.5 Allowing Staff Access to the Campaign Finance System

1. The Committee Users Tab is active. If you have identified staff for your committee that will need access to the Campaign Finance system to help complete reports, you will need to grant them access.
2. Click on the Committee Users Tab (fig. 4.5.1).

Figure 4.5.1



The screenshot shows the 'Committee Users' tab selected in the top navigation bar. The interface displays a table of users with the following data:

ID	Name	Email Address	My Denver	Role	Status
12	Steers, Tracy	tsteers@aol.com	Y	Admin	Active

Below the table, there is a navigation bar with 'Page 1 of 1' and 'View 1 - 1 of 1'. At the bottom, there is a form for editing a user. The form includes fields for 'First Name' (Tracy), 'Last Name' (Steers), 'Email' (tsteers@aol.com), and 'Role' (Admin). There is also a checkbox for 'Active?' which is checked. At the bottom of the form, there are three buttons: 'Add New User', 'Edit', and 'Inactivate'.



3. Click the “Add New User” button to add a new user, this clears the fields.
4. Enter each staff person individually. Make sure the email address is correct as that will be their login id. They will set up their password when they set up a MyDenver account as you did when you entered the system for the first time.
5. After a name and email address are entered, select a role and click the Active checkbox.
  - a. Admin users can add more users and work on reports.
  - b. Users cannot add any other users, but can work on reports.
6. Click the “Edit” button if you need to make a change on current users.
7. In the event a staff member leaves your campaign, you should inactivate them by highlighting their name on the list and clicking the “Inactivate” button. This prevents them from accessing your reports after they have left your campaign.
8. You have now completed all the organizational documents and submitted them. Within 2 business days, your documents should be posted online at [www.Denvergov.org/campaignfinance](http://www.Denvergov.org/campaignfinance) under the appropriate year and campaign. When this happens, your campaign will be activated and you will be able to create reports.

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intentionally blank

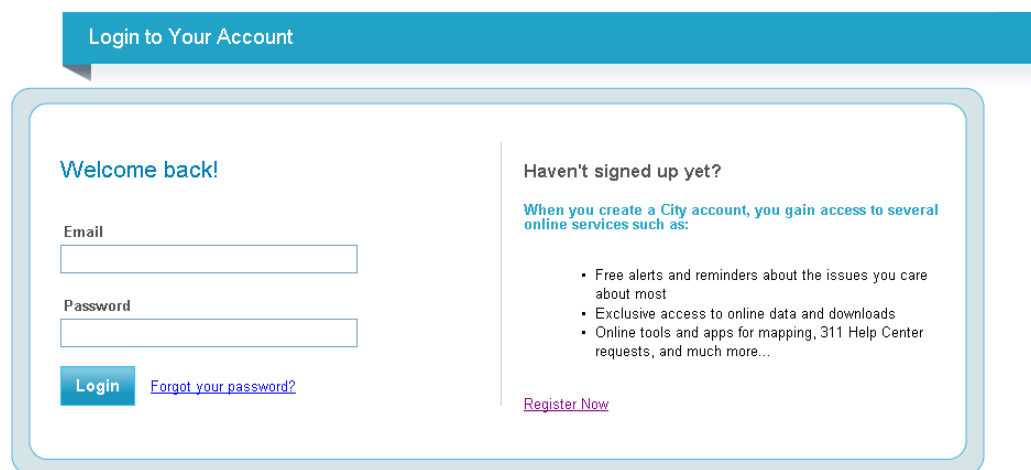
## 5. Creating & Submitting Reports

As soon as a campaign receives contributions of \$500 or more OR has made expenditures of \$500 or more, that campaign must begin reporting. After the first monthly report has been submitted, all future reports must be submitted through the Year-end report even if there is no activity for the campaign (thereby creating a blank report). When the balance on hand for a campaign is at **zero** the campaign can be terminated, after which no further reports are due. If Contributions are received or Expenditures are made after a campaign has been terminated, email Denver Elections Division Campaign Finance at **campaignfinance@denvergov.org** to have the campaign reactivated to continue reporting on an Annual basis if the campaign is not participating in an election during the year. If a campaign still has a balance on hand after the Year-end report is submitted, the campaign must file annual reports until the balance on hand is zero.

### 5.1 Logging back into the Campaign Finance Filing system

1. Log back into the system according to the instructions in section 2.1 on p. 7-8.
2. You will be required to log back into the system (fig. 5.1.1).
3. Enter your email address and the password you set up when you first entered the system. If you have forgotten your password click the “forgot your password?” link and you will receive an email allowing you to change your password. Note: this link will only be available for 48 hours.

Figure 5.1.1



The screenshot shows a login interface for the Campaign Finance Filing system. At the top, a blue banner reads "Login to Your Account". Below this, the main content area is divided into two sections. The left section, titled "Welcome back!", contains input fields for "Email" and "Password", a blue "Login" button, and a link "Forgot your password?". The right section, titled "Haven't signed up yet?", includes a paragraph stating "When you create a City account, you gain access to several online services such as:" followed by a bulleted list of benefits: "Free alerts and reminders about the issues you care about most", "Exclusive access to online data and downloads", and "Online tools and apps for mapping, 311 Help Center requests, and much more...". At the bottom of this section is a link "Register Now".

- Click the link to the campaign you wish to work on (fig. 5.1.2), it is likely that you will only have one campaign available to select from.

Figure 5.1.2

Current User: tsteers@aol.com  
Logout Warning in 44:57.

These are the campaigns to which you have access. Please select the campaign you wish to work on.

**[ Select Campaign ]**

**Current Associated Campaigns/Committees:**

- [Alright for Auditor](#)
- [Cindy's your Clerk](#)
- [Committee for better tasting mall water](#)
- [Red Shoes Support Mayor](#)
- [Amber for Auditor](#)
- [Schnorrer for Clerk and Recorder, then King](#)
- [Shade lovers for trees](#)

[Create new Campaign / Committee](#)

**[ Campaign Messages ]**

Welcome to the Denver Elections Online Campaign Finance Filing System. Within this system, you can create organization documents to register your campaign as well as complete documents to comply with the Campaign Finance Reporting requirements according to the Denver Revised Municipal Code.

Campaign Finance v.1.0.4713.24142

## 5.2 Creating Reports

The Denver Elections Division will activate all campaigns after the required paperwork has been received. No reports can be created until this happens. Note: reports will only allow you to enter transactions within the date constraints of the report being created. You will find the date range of the report in the top right corner of all transaction entering screens.

- When you get into the system, you will see the same tabs as when you completed your organization documents, but the Report Activities tab is now activated.
- Click on the "Report Activities" tab (fig. 5.2.1).

Figure 5.2.1

**Candidate Info** **Financial Disclosure** **Treasurer Info** **Committee Info** **Committee Users** **Report Activities**

[Report Calendar](#) | [Report Activities Instructions](#)

This area allows you to manage your reports. You can create reports, administer pending reports, amend previously filed reports and view previously submitted reports simply by selecting the desired report from the appropriate dropdown.

**Report Activities**

Select Election:  
Tuesday, November 06, 2011

The August report will be due September 5th by 5:00 pm.

Create a New Report:  
-- Create a Report --

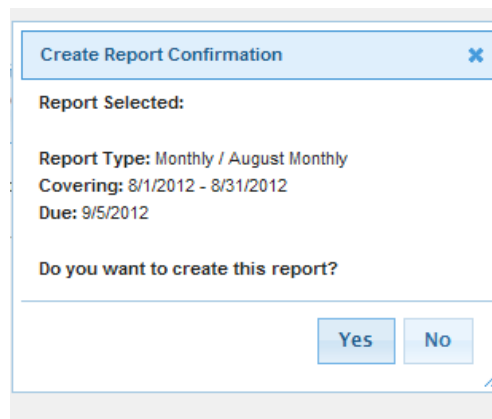
Administer a Pending Report:  
-- Pending Reports --

Amend a Previously Submitted Report:  
-- Amend a Report --

View a Previously Submitted Report:  
-- View a Report --

3. If you have not already selected an election, do so now with the dropdown entitled “Select Election”.
4. Next, you will use the “Create a New Report” dropdown to select the report you wish to enter. Note: only reports that are coming due will be available. Year-end and Annual reports may not be available until October.
5. You will get a message asking if you wish to create the report that you selected (fig. 5.2.2).
6. If the report listed is the correct report, click the “Yes” button and you will be taken to the “Contributions” tab to enter contributions received.
7. If you do not want the report listed in this message, click “No” and you will be taken back to the “Report Activities” tab.
  - If the report you are trying to create is not listed, email Denver Elections Division at Campaign Finance at **campaignfinance@denvergov.org**.
  - If the report you are trying to create is in the future, that report will not be available until the month prior to its due date.

**Figure 5.2.2**



Create Report Confirmation

Report Selected:

Report Type: Monthly / August Monthly  
Covering: 8/1/2012 - 8/31/2012  
Due: 9/5/2012

Do you want to create this report?

Yes No

### 5.3 Entering Contributions

1. Enter each contribution individually. Note: all contributions are from organizations or individuals, not couples. If a couple made a contribution, split the amount in half and list half from each individual.
2. Select if the contribution came from an organization or an individual by selecting the appropriate radio button.
3. Whether you have selected an individual or an organization, enter part or the entire name in the field provided (if you enter an individual, enter the last name).
4. Then hit the “tab” button, then “enter” or click the “lookup” button with the mouse (fig. 5.3.1).
5. If the name of the individual (organization) does not come up, click the “+ Add” button. A window will come up to add the information about the contributor (fig. 5.3.2).

Figure 5.3.1

Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the "save" button. This transaction should now show up on the grid.

Status: New Transaction Mode: Edit

[ Lookup Contributor ]

[Step 1 of 3]  
Note: You must complete all 3 steps then press 'Save'.

☐ Individual Enter all or part of the contributor's name:

☐ Organization

ID	Contributor	Address	Date	Amount	Exception	
----	-------------	---------	------	--------	-----------	--

+ Add Edit - Del Page 1 of 0 5 No records to view

**No contributions found.**

Itemized: \$0.00 + Non-Itemized: \$0.00 = Total Contributions: \$0.00

Figure 5.3.2

Add New Contributor

First Name\*:

Middle Name:

Last Name\*:

Address\*:

City\*:

State\*:

Zip\*:

Save Close

- After you enter the information about the contributor, click the "Save" button and that contributor will show up in the grid.
- When the name comes up in the grid (list), double click on the correct option and a new window will come up allowing you to enter the contribution specifics (fig. 5.3.3).
- Enter the amount and date for the specific contribution. If this contribution is from the candidate (with this candidate campaign) then select that option for the aggregate exception type, which is not a mandatory field (fig. 5.3.4).
- After inputting the date and amount, click the "Save" button and the contribution will show up in the grid below the contributors' grid.
- To add another contribution, click the "+ Add" button at the bottom of the contributions grid.

11. Repeat steps 1-10 (p. 32-34) for all contributions until all contributions have been entered.
12. To enter non-itemized contributions (contributions under \$50), click the link at the bottom of the contributions screen. This is the same function on the In-Kind tab and the Expenditures tab (fig. 5.3.5).

**Figure 5.3.3**

**Figure 5.3.4**

**Figure 5.3.5**

Summary Contributions In-Kind Contributions Expenditures Loans Overdue Obligations Report Activities

[Report Calendar](#) | [Contributions Instructions](#)

Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the "save" button. This transaction should now show up on the grid.

Status: New Transaction Mode: Edit

[ Lookup Contributor ]

[Step 1 of 3]  
Note: You must complete all 3 steps then press 'Save'.

☐ Individual Enter all or part of the contributor's name:

☐ Organization

ID	Contributor	Address	Date	Amount	Exception
No records to view					

⚙ + Add ✎ Edit - Del Page 1 of 0 5

**No contributions found.**

Itemized: \$0.00 + Non-Itemized: \$0.00 = Total Contributions: \$0.00

Campaign Finance v.1.0.4612.19263

## 5.4 Entering In-Kind contributions

1. Click on the In-Kind contributions tab (fig. 5.4.1).
2. Follow Section 5.3 (p. 32-34) as In-Kind contributions are entered exactly as contributions, except on a different tab.

**Figure 5.4.1**

Summary Contributions **In-Kind Contributions** Expenditures Loans Overdue Obligations Report Activities

[Report Calendar](#) | [In-Kind Contributions Instructions](#)

Enter each in-kind contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the in-kind contribution transaction. Then click the "save" button. This transaction should now show up on the grid.

Status: New Transaction Mode: Edit

[ Lookup Contributor ]

[Step 1 of 3]  
Note: You must complete all 3 steps then press 'Save'.

☐ Individual Enter all or part of the contributor's name:

☐ Organization

ID	Contributor	Address	Date	Amount	Exception
No records to view					

⚙ + Add ✎ Edit - Del Page 1 of 0 5

**No contributions found.**

Itemized: \$0.00 + Non-Itemized: \$0.00 = Total In-Kind Contributions: \$0.00



## 5.5 Entering Expenditures

1. Enter Expenditures by clicking on the Expenditures tab (fig. 5.5.1).
2. Enter all or part of the payee's name, click the tab key and then the enter key. If the name does not come up in the grid, click the "+ Add" button at the bottom of the grid to add the payee. A new window comes up into which you will input the information about the new payee.
3. When all fields are complete, click the "Save" button and the new payee will show in the grid (fig. 5.5.2).

Figure 5.5.1

Summary Contributions In-Kind Contributions **Expenditures** Loans Overdue Obligations Report Activities

Report Calendar | Expenditures Instructions

Enter each expenditure as a separate transaction. If the Payee is not listed in the grid, click "+" to add them. Then enter the payee info. Once Entered, double click on that payee and enter the expenditure transaction. Then click the "save" button. This transaction should now show up on the grid. To enter refunds on previous expenditures, enter the information as an expenditure with a negative amount (-10.00).

Status: New Transaction Mode: Edit

[ Lookup Payee ]

Enter all or part of the payee's name:

[Step 1 of 3]  
Note: You must complete all 3 steps then press 'Save'.

ID	Payee	Address	Date	Amount	Purpose
----	-------	---------	------	--------	---------

+ Add Edit Del Page 1 of 0 5 No records to view

**No expenditures found.**  
Itemized: \$0.00 + Non-Itemized: \$0.00 = Total Expenditures: \$0.00

Figure 5.5.2

Add New Payee

Name\*:

Address\*:

City\*:

State\*:

Zip\*:

Save Close

4. Double click on the payee in the grid to select it (fig. 5.5.3).
5. Enter the date, amount and purpose of the expenditure, then click the "Save" button and the new expenditure will show up in the grid (fig. 5.5.3).
  - a. To enter non-itemized expenses (amounts under \$50), click on the link below the grid (fig. 5.5.4).
  - b. When all expenses have been entered, proceed to enter loan data by clicking on the Loans tab.

**Figure 5.5.3**

Summary Contributions In-Kind Contributions **Expenditures** Loans Overdue Obligations Report Activities

[Report Calendar](#) | [Expenditures Instructions](#)

Enter each expenditure as a separate transaction. If the Payee is not listed in the grid, click "+" to add them. Then enter the payee info. Once Entered, double click on that payee and enter the expenditure transaction. Then click the "save" button. This transaction should now show up on the grid. To enter refunds on previous expenditures, enter the information as an expenditure with a negative amount (-10.00).

Status: New Transaction Mode: Edit  
[Step 3 of 3]

Note: You must complete all 3 steps then press 'Save'.

**[ Selected Payee ]**

Accounting Consultants R Us  
125 Bookkeeping Ln.  
Denver, CO 80204  
[Change Selected Payee](#)

**[ Expenditure Entry ]**

Date\*:   
Amount\*:   
Purpose:

Save Cancel

ID	Payee	Address	Date	Amount	Purpose
----	-------	---------	------	--------	---------

**Figure 5.5.4**

Summary Contributions In-Kind Contributions **Expenditures** Loans Overdue Obligations Report Activities

[Report Calendar](#) | [Expenditures Instructions](#)

Enter each expenditure as a separate transaction. If the Payee is not listed in the grid, click "+" to add them. Then enter the payee info. Once Entered, double click on that payee and enter the expenditure transaction. Then click the "save" button. This transaction should now show up on the grid. To enter refunds on previous expenditures, enter the information as an expenditure with a negative amount (-10.00).

Status: Existing Transaction (ID: 1) Mode: View  
[Step 3 of 3]

Note: You must complete all 3 steps then press 'Save'.

**[ Selected Payee ]**

Accounting Consultants R Us  
125 Bookkeeping Ln.  
Denver, CO 80204

**[ Expenditure Entry ]**

Date\*:   
Amount\*:   
Purpose:

ID	Payee	Address	Date	Amount	Purpose
1	Accounting Consultants	125 Bookkeeping Ln., Denver, CO 80204	8/9/2012	\$328.00	Consulting

⊞ + Add ✎ Edit - Del Page 1 of 1 5 View 1 - 1 of 1

Itemized: \$328.00 + Non-Itemized: \$0.00 = Total Expenditures: \$328.00

## 5.6 Entering Loans

1. Enter loans, if you have any, by clicking on the Loans tab (fig. 5.6.1).
2. Step 1 is to enter the guarantor (the person the bank recognizes as guaranteeing repayment of the loan) by clicking on the “+ Add” button on the bottom of the top grid. A new screen will come up to enter the guarantor information. Then click the “Save” button (fig. 5.6.2).
3. Enter the loan information in the new window that comes up (fig. 5.6.3).

Figure 5.6.1

Summary Contributions In-Kind Contributions Expenditures **Loans** Overdue Obligations Report Activities

[Report Calendar](#) | [Loans Instructions](#)

First find the guarantor in the grid or add it if necessary, even if the guarantor is the candidate. Then double click the guarantor from the grid and input the information about the loan using the tab key to advance fields. Then click the "save" button. This loan should now show in the grid.

Status: New Loan Mode: Edit

[ Select Guarantor (Step 1 of 2) ]

ID	Guarantor	Address	Trm
----	-----------	---------	-----

+ Add Edit Del Page 1 of 0 5 No records to view

ID	Date	Amount	Lender	Guarantor	Edt	Pmt
----	------	--------	--------	-----------	-----	-----

+ Add Edit Del Page 1 of 0 5 No records to view

No loans found.

Figure 5.6.2

Add New Guarantor

First Name:

Middle Name:

Last Name:

Suffix:

Address:

City:

State:

Zip:

Save Cancel

4. Enter the Lender name and address in the fields provided
5. Enter the Loan details in the fields provided. An account number is not required.
6. Click the “Save” button to see the loan listed in the lower grid (fig. 5.6.4).
7. In order to record loan payments, click on the “Loan Payments Administration” link (fig. 5.6.5).
8. When payment information is entered, the loan payment will show up on the grid in this new window (fig. 5.6.6).
9. Manually close the payment entry window by clicking the “x” in the top corner of that window only. You will be taken back to the Loans screen. Note: if you click the “x” in the top right corner, you will exit the entire campaign finance application.
10. Continue entering all loans taken out by the campaign until all loans are entered for this reporting period.
11. After all loans have been entered, click on the “Overdue Obligations” tab.

**Figure 5.6.3**

Summary Contributions In-Kind Contributions Expenditures **Loans** Overdue Obligations Report Activities

[Report Calendar](#) | [Loans Instructions](#)

First find the guarantor in the grid or add it if necessary, even if the guarantor is the candidate. Then double click the guarantor from the grid and input the information about the loan using the tab key to advance fields. Then click the "save" button. This loan should now show in the grid.

Status: New Loan Mode: Edit

[ Loan Entry (Step 2 of 2) ]

[ Guarantor Information ]

Warbucks, Daddy  
508 Monied Ln.  
Denver, CO 80204  
[Change Guarantor](#)

[ Lender Information ]

Lender Name \*

Address \*

City \*

State \*

Zip \*

[ Loan Details ]

Account Number

Date \*

Amount \*

\$

Term (in months) \*

Repayment Method \*

Interest Rate \*

%

Save Cancel

ID	Date	Amount	Lender	Guarantor	Edt	Pmt
No loans found.						

+ Add - Edit - Del Page 1 of 0 5

No records to view

Figure 5.6.4

Summary Contributions In-Kind Contributions Expenditures **Loans** Overdue Obligations Report Activities

[Report Calendar](#) | [Loans Instructions](#)

First find the guarantor in the grid or add it if necessary, even if the guarantor is the candidate. Then double click the guarantor from the grid and input the information about the loan using the tab key to advance fields. Then click the "save" button. This loan should now show in the grid.

Status: Existing Loan (4) Mode: View

**[ Loan Entry (Step 2 of 2) ]**

**[ Guarantor Information ]**

Warbucks, Daddy  
508 Monied Ln.  
Denver, CO 80204

**[ Lender Information ]**

Lender Name \*  
Wells Fargo  
Address \*  
307 Bankers Way  
City \*  
Denver  
State \*  
CO  
Zip \*  
80204

**[ Loan Details ]**

Account Number  
Date \*  
8/1/2012  
Amount \*  
\$ 3,000.00  
Term (in months) \*  
60  
Repayment Method \*  
/ with balance due at 60th month  
Interest Rate \*  
10.00 %  
[Loan Payments Administration](#)

ID	Date	Amount	Lender	Guarantor	Edt	Pmt
4	8/1/2012	3,000.00	Wells Fargo	Warbucks, Daddy	Y	N

+ Add Edit Del Page 1 of 1 View 1 - 1 of 1

Figure 5.6.5

Loan Payment Administration

ID	Date	Amount	Edt
----	------	--------	-----

+ Add Edit Del

**No loans found.**

**[ Loan Payment Details / Entry ]**

Status: New Payment Mode: Edit

Payment Date \*  
Payment Amount \*

Save Cancel

Editable: Y

Figure 5.6.6

Loan Payment Administration

ID	Date	Amount	Edt
4	8/15/2012	200.00	Y

+ Add Edit Del

**[ Loan Payment Details / Entry ]**

Status: Existing (4) Mode: View

Payment Date \*  
8/15/2012  
Payment Amount \*  
200.00

Editable: Y

## 5.7 Entering Overdue Obligations

1. Enter Overdue Obligations by clicking on the “Overdue Obligations” tab (fig. 5.7.1). Overdue Obligations are campaign debts that are over \$500 and over 30 days past due as of the due date of this report.
2. Enter each obligation separately. When each overdue obligation has been entered, click the “Save” button and it will appear in the grid at the bottom of the screen. If your campaign has no overdue obligations, do not enter information in this tab.
3. When all overdue obligations have been entered, click the “Summary” tab to finalize your report.

**Figure 5.7.1**

Summary Contributions In-Kind Contributions Expenditures Loans **Overdue Obligations** Report Activities

[Report Calendar](#) | [OverdueObs Instructions](#)

Enter the Overdue Obligor's information. Then enter the information about the overdue obligation, specifically the due date (should be over 30 days past due) and the overdue amount (should be \$500 or more), then enter the overdue obligation purpose and click the Save button. The information entered will come up in the grid below.

Status: New Transaction Mode: Edit

**[ Obligor Entry ]**

Obligor Name\*:

Address\*:

City\*:

State\*:

Zip\*:

**[ Financial Details ]**

Due Date\*:

Amount\*:

Obligation Purpose:

Save Cancel

ID	Obligor Name/Address	Due Date	Amount
No records to view			

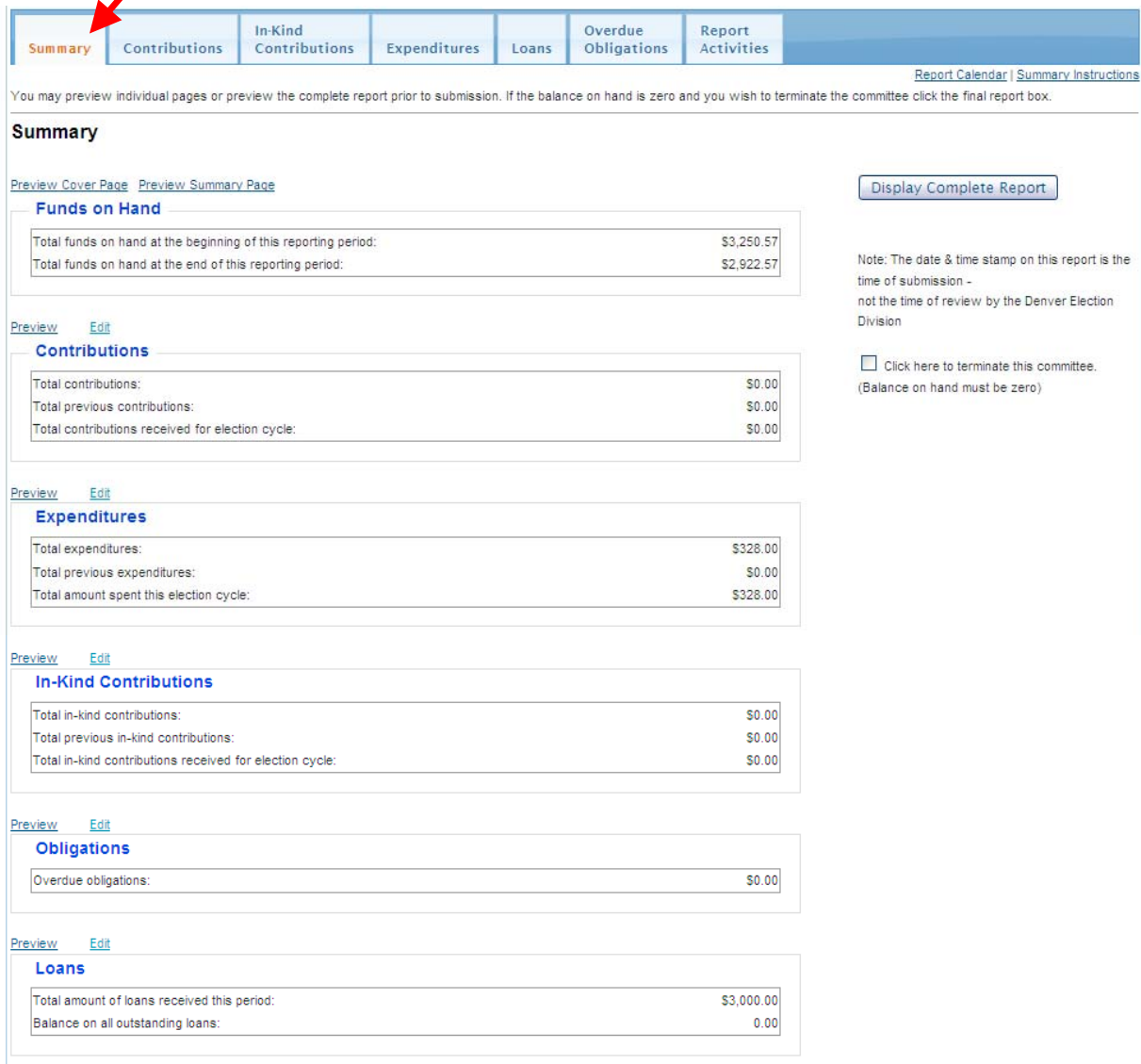
+ Add Edit - Del
 Page 1 of 0
 No records to view

**No overdue obligations found.**

## 5.8 Accessing the Summary Tab and Submitting Reports

1. The Summary Tab is provided for you to review your work (fig. 5.8.1).
2. Click the “Display Complete Report” button. This allows you to review the forms that have just been created and also activates the “Submit and Print Report” button.
  - a. A new window will come up displaying the entire report that you have just created. You can print from this page.
  - b. Close this window by clicking the “x” in the top right corner of that window.
  - c. On closing this window, you are taken back to the Summary Tab and you will notice that the “Submit Report to Elections Division” button is now activated (fig. 5.8.2).

Figure 5.8.1



The screenshot shows a web application interface for managing reports. At the top is a navigation bar with tabs: Summary, Contributions, In-Kind Contributions, Expenditures, Loans, Overdue Obligations, and Report Activities. The 'Summary' tab is selected and highlighted. Below the navigation bar, there is a header section with links for 'Report Calendar' and 'Summary Instructions'. A message states: 'You may preview individual pages or preview the complete report prior to submission. If the balance on hand is zero and you wish to terminate the committee click the final report box.'

The main content area is titled 'Summary' and contains several sections, each with a 'Preview' and 'Edit' link. The sections are:

- Funds on Hand**: A table showing 'Total funds on hand at the beginning of this reporting period' as \$3,250.57 and 'Total funds on hand at the end of this reporting period' as \$2,922.57.
- Contributions**: A table showing 'Total contributions' as \$0.00, 'Total previous contributions' as \$0.00, and 'Total contributions received for election cycle' as \$0.00.
- Expenditures**: A table showing 'Total expenditures' as \$328.00, 'Total previous expenditures' as \$0.00, and 'Total amount spent this election cycle' as \$328.00.
- In-Kind Contributions**: A table showing 'Total in-kind contributions' as \$0.00, 'Total previous in-kind contributions' as \$0.00, and 'Total in-kind contributions received for election cycle' as \$0.00.
- Obligations**: A table showing 'Overdue obligations' as \$0.00.
- Loans**: A table showing 'Total amount of loans received this period' as \$3,000.00 and 'Balance on all outstanding loans' as 0.00.

On the right side of the 'Summary' section, there is a button labeled 'Display Complete Report'. Below this button, a note states: 'Note: The date & time stamp on this report is the time of submission - not the time of review by the Denver Election Division'. Below the note is a checkbox with the text 'Click here to terminate this committee. (Balance on hand must be zero)'.

3. You can preview each form individually by clicking on the link above each section on this page. But this will not activate the “Submit and Print Report” button.
4. You can edit forms you have created by either clicking the “edit” link above each section or by clicking the appropriately named tab at the top of the screen.
5. If the balance on hand after you complete this report is zero and you would like to terminate this committee, click on the “click here to terminate this committee” checkbox below the “Submit Report to Elections Division” button.
6. Click the “Submit Report to Elections Division” if all the information has been entered for this report.
7. **You will receive an email indicating that your report has been successfully submitted to Denver Elections Division. If you receive this message in error, please call Denver Elections Division at 720-913-VOTE (8683) or send an email to [campaignfinance@denvergov.org](mailto:campaignfinance@denvergov.org).**

**Figure 5.8.2**

[Report Calendar](#) | [Summary Instructions](#)

You may preview individual pages or preview the complete report prior to submission. If the balance on hand is zero and you wish to terminate the committee click the final report box.

### Summary

[Preview Cover Page](#) [Preview Summary Page](#)

#### Funds on Hand

Total funds on hand at the beginning of this reporting period:	\$3,250.57
Total funds on hand at the end of this reporting period:	\$3,022.57

[Preview](#) [Edit](#)

#### Contributions

Total contributions:	\$100.00
Total previous contributions:	\$0.00
Total contributions received for election cycle:	\$100.00

[Preview](#) [Edit](#)

#### Expenditures

Total expenditures:	\$328.00
Total previous expenditures:	\$0.00
Total amount spent this election cycle:	\$328.00

[Display Complete Report](#)  
[Submit Report to Election Division](#)

Note: The date & time stamp on this report is the time of submission - not the time of review by the Denver Election Division

☐ Click here to terminate this committee. (Balance on hand must be zero)



## 6. Major Contributors Report

Major Contributor Reports are due the last six (6) days prior to an election and are due the day after the contribution has been received. As the name implies, these are large contributions received just before an election because they will not otherwise be reported until the Post-Election report is due, almost a month after the election. The points below are some major contribution reporting guidelines:

- Major contributions are \$500 or more, received in the last six (6) days before an election.
- All major contributions must also be entered on other reports.
  - The first day of major contributions are reported on the pre-election report.
  - The last five (5) days of major contributions are reported on the post-election report.

### 6.1 Creating a Major Contributors Report

1. Log in to the system following the instructions from section 2.4, p. 12-13.
2. Select the campaign for which you are reporting.
3. Select the “Report Activities” tab.
4. From the “Create a New Report” dropdown, select “Major Contributions” (fig. 6.1.1).
5. The system will ask if you want to create this report, click “Yes”.
6. You will be taken to the Contributions Tab for major contributions (fig. 6.1.2).

Figure 6.1.1

**Candidate Info** **Financial Disclosure** **Treasurer Info** **Committee Info** **Committee Users** **Report Activities**

[Report Calendar](#) | [Report Activities Instructions](#)

This area allows you to manage your reports. You can create reports, administer pending reports, amend previously filed reports and view previously submitted reports simply by selecting the desired report from the appropriate dropdown.

### Report Activities

Select Election: Tuesday, November 06, 2012

The August report will be due September 5th by 5:00 pm.

Create a New Report:

Major Contributions

-- Create a Report --

January Monthly

February Monthly

March Monthly

April Monthly

May Monthly

June Monthly

August Monthly

September Monthly

Pre Election

Major Contributions

Post Election

Year End

7. You may notice the tab strip is now Red; this is how you know you are working on a report for a major contribution.
8. Additionally, you may notice the name of the report on the top.
9. Enter Contributor information according to the instructions in section 5.3 (p. 32-34).
10. Enter In-Kind Contribution information according to the instructions in section 5.3 (p. 32-34) as in-kind contributions are entered just like monetary contributions.
11. Enter Loan information according to the instructions in section 5.6 (p. 38-41).
12. When all information for the major contributors for the day is entered, click on the "Summary" tab (fig. 6.1.3).
13. Click on the "Display Major Contributions Report" button to view and print the report you just created. If the report is blank, you have not entered any information yet. Click on the appropriate tab to enter contributions, in-kind contributions or loan contributions.
14. Close out the preview window by clicking the "x" in the top right corner of this preview window. This will activate the "Submit to Elections Division" button (fig 6.1.4).
15. Click the "Submit to Elections Division" button to submit the report.
16. You will get a message instructing you to verify that the report is complete. If it is not, click the "Cancel" button and complete the report and resubmit. If the report is ready for submission, click the "Yes" button.

**Figure 6.1.2**

Cindy's your Clerk (Candidate) [Change](#)  
 Cindy Clerk [Edit](#)  
 200 W. 14th Ave.  
 Denver, CO 80204  
 (720) 865-4910 / [tracy.steers@denvergov.org](mailto:tracy.steers@denvergov.org)

**Election:** Tuesday, November 06, 2012  
**Report Type:** Major Contributions  
**Report Name:** 2012\_Clerk-Cindy\_MajorContributions12  
**Report Period:** 10/31/2012 - 11/5/2012  
**Report Due:** 11/6/2012

Summary

Contributions

In-Kind Contributions

Loans

Report Activities

[Report Calendar](#) | [Contributions Instructions](#)

Enter each contribution as a separate transaction. If the contributor is not listed in the grid, click "+" to add them. Then enter the contributor info. Once Entered, double click on that contributor and enter the contribution transaction. Then click the "save" button. This transaction should now show up on the grid.

Status: New Transaction
Mode: Edit

**[ Lookup Contributor ]** **[Step 1 of 3]**

☐ Individual

☐ Organization

Enter all or part of the contributor's name:

[Lookup](#)

**Note:** You must complete all 3 steps then press 'Save'.

ID	Contributor	Address	Date	Amount	Exception

[+](#) Add [✎](#) Edit [-](#) Del

[⏪](#) [⏩](#) Page 1 of 0 [5](#)

No records to view

No contributions found.

17. You are now back at the Report Activities tab. If you look into “Administer a pending report” dropdown, you will notice that the Major Contributor report just submitted says “(submitted)” next to it. This report cannot be edited at this time. If you try to click on it, you will get a message to that effect.
18. Since the Major Contributor report is due the day after the contribution is received, it is recommended that you submit at the end of each day so that none of these reports are submitted late.

**Figure 6.1.3**

The screenshot shows a web interface with a red header bar containing five tabs: 'Summary' (highlighted in red), 'Contributions', 'In-Kind Contributions', 'Loans', and 'Report Activities'. To the right of the tabs are links for 'Report Calendar' and 'Summary Instructions'. Below the header, a message states: 'You may preview individual pages or preview the complete report prior to submission. If the balance on hand is zero and you wish to terminate the committee click the final report box.' The main content area is titled 'Summary' and contains a button labeled 'Display Major Contributions Report'. At the bottom, a note reads: 'Note: The date & time stamp on this report is the time of submission - not the time of review by the Denver Election Division. All entries on this report must also be made on the Pre-Election or Post-Election report depending on the date of the Major Contribution.'

**Figure 6.1.4**

This screenshot is similar to Figure 6.1.3, showing the 'Summary' tab. It includes the same header, message, and note. However, it features an additional button labeled 'Submit Report to Election Division' located below the 'Display Major Contributions Report' button.

This page left  
intentionally blank

## **7. Viewing, and Amending Reports**

### **7.1 Viewing a Previously Submitted Report**

1. After a report has been submitted, accepted and posted online by Denver Elections Division, you can view that report from within this system.
2. Log in to the system following the instructions in section 2.4 (p. 12-13).
3. Click on the “Report Activities” tab.
4. Go to the “View a Previously Submitted Report” dropdown.
5. If the report you wish to view is not listed there, check in the “Administer a Pending Report” dropdown to see if it still says “(submitted)”. This simply means that the report has not yet been posted and it will be posted soon.
6. After viewing the report, log out of the system or continue working on current reports.

### **7.2 Creating an Amended Report**

1. Log in to the system following the instructions in section 2.4 (p. 12-13).
2. Click on the “Report Activities” tab.
3. Go to the “Amend a Previously Submitted Report” dropdown.
4. If the report you wish to amend is not listed there, check in the “Administer a Pending Report” dropdown to see if it still says “(submitted)”. If so, you must wait for it to be posted or call Denver Elections Division at 720-865-4910 for assistance.
5. Select the report that you wish to amend.
6. Follow the instructions in section 5 (p. 29) as necessary to make adjustments to the report. (Note: Only transactions dated within the date constraints for this report will be accepted by this system.)
7. Note: the amended report must be resubmitted so make sure you follow the directions all the way through submission of the report.

**Contact Denver Elections Division with questions or comments:**

**Denver Elections Division**

**Attn: Campaign Finance**

**200 West 14<sup>th</sup> Avenue, Suite 100**

**Denver, CO 80204**

**Phone: 720-913-VOTE (8683)**

**Fax: 720-913-8600**

**Email: [campaignfinance@denvergov.org](mailto:campaignfinance@denvergov.org)**